



## June Minutes

Thursday, June 1, 2017; 7:00 p.m.

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The fifth meeting of the Historic Preservation Commission was held on Thursday, June 1, 2017 in the C. Vernon Gray room located at 3430 Court House Drive, Ellicott City, MD 21043. Mr. Roth moved to approved the April and May minutes. Mr. Reich seconded. The motion was unanimously approved.

Members present: Allan Shad, Chair; Eileen Tennor, Vice-Chair; Drew Roth, Secretary; Bruno Reich; Erica Zoren

Staff present: Samantha Holmes, Beth Burgess, Dan Bennett, Lewis Taylor, and Yvette Zhou

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### PLANS FOR APPROVAL

#### Regular Agenda

1. HPC-17-37 – 3802 Church Road, Ellicott City, HO-436
2. HPC-17-38 – 3646 Fels Lane, Ellicott City, HO-979
3. HPC-17-39 – 6198/6200 Montgomery Road, ElkrIDGE

## REGULAR AGENDA

### HPC-17-37 – 3802 Church Road, Ellicott City, O-907

Certificate of Approval for exterior alterations.

Applicant: Diane Wimsatt

**Background & Scope of Work:** This property is located in the Ellicott City Historic District. According to SDAT the house dates to 1870. This property is also listed on the Historic Sites Inventory as HO-436, the Dr. Isaac Martin House.

The Applicant seeks approval for the following work:

- 1) Remove dying tree from northwest side of house by driveway. Replace the dying tree with a redbud. The Applicant seeks tax credit pre-approval for the work.
- 2) Repaint entire porch and replace rotten wood floorboards as needed. The porch will be painted the same colors, white railings with a green floor. The Applicant seeks tax credit pre-approval and Façade Improvement Program funds for the work.
- 3) Install gas meter on west side of house, against the left wall of the house, behind the shrubs.
- 4) Install 10-foot by 20-foot concrete patio in backyard.



Figure 1 – Aerial view of property



Figure 2 - Front of house

**Staff Comments:** The Applicant proposes to remove the tree located behind the driveway, and plant a redbud in its place. The Applicant said the tree has been in bad condition since they purchased the house and they are worried it will fall.

Chapter 9.B of the Guidelines states that Routine Maintenance includes removing dead or certifiably diseased trees and that an arborists certificate will be accepted for diseased trees. The Applicant has not had an arborist or other licensed tree professional look at the tree, so this application cannot be considered Routine Maintenance. Chapter 9.B recommends, “retain mature trees and shrubs. Provide for their replacement when necessary.” The tree does not appear completely healthy, as the crown is missing growth in several areas and the Applicant does plan to plant a new tree in its place. Staff finds the proposal complies with the Guidelines. The removal of the tree does not qualify for tax credits as it does meet the definition of eligible work as defined in Section 20.112 of the County Code.

The painting of the porch and replacement of rotten wood floorboards with new wood floorboards is considered Routine Maintenance. This item is eligible for tax credits per Section 20.112 of the County Code. The porch has peeling paint and soft/rotten floorboards as well, that require replacement. The repairs comply with Chapter 6.F recommendations, “maintain and repair porches and balconies, including flooring, ceilings, railings, columns, ornamentation and roofing, that are original or that reflect the building’s historic development” and “replace deteriorated features with new materials as similar as possible to the original in material, design and finish.”

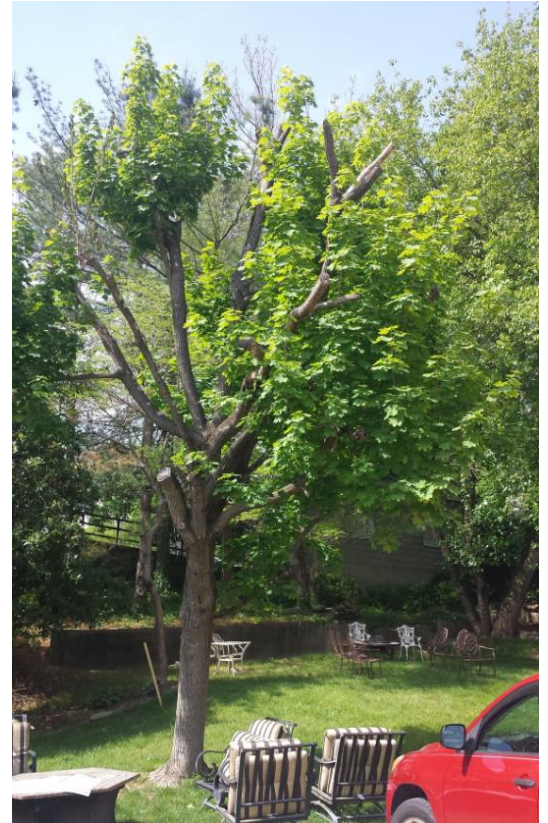


Figure 3 - Tree requested to be removed



Figure 4 - Close up of porch to be repaired



The placement of the gas meter complies with Chapter 6.M recommendations for the placement of equipment and hardware, “use landscaping or low fencing to screen ground level equipment placed in a location visible from a public way or neighboring property.” The gas meter will be located on the west side of the front of the house, by a drain pipe running down in the corner, behind the shrubs, as indicated in Figure 5.



Figure 5 - Location of gas meter

The Applicant also proposes to construct a 10-foot by 20-foot concrete patio in the backyard. The patio will be slightly visible from the public way, as the chairs in the background of Figure 5 indicate the location of the patio. The location of the patio is also shown in Figures 6 and 7, below. The chairs in the photo are arranged so that the patio will end just outside of where they are sitting in a rectangular shape.



Figure 6 - Placement of 10x20 rear concrete patio



**Figure 7 - Placement of 10x20 concrete patio**

Chapter 9.D recommends against “new patios of concrete slabs in readily visible locations.” The rear yard is not highly visible from the street, but it will be slightly visible. Chapter 9.D recommends, “construct new site features using materials compatible with the setting and with nearby historic structures, particularly for features visible from a public way” and “construct new terraces or patios visible from a public way from brick, stone or concrete pavers designed to look like indigenous stone.” There is a large granite retaining wall near the location for the proposed patio, as well as granite foundation on the house. Using stone as the paving material would be more in-keeping with the Guidelines recommendation to use materials compatible with the setting.

**Staff Recommendation:** Staff recommends Denial of the concrete patio and recommends Approval of a 200 square foot stone patio, in a stone color to match the house. Staff recommends Approval of the gas meter installation and tree removal. Staff recommends Approval and tax credit pre-approval for the porch repairs.

**Façade Improvement Program:** Staff will approve the application for the Façade Improvement Program based on the approval from the Historic Preservation Commission and the Maryland Historical Trust, availability of funds, and receipt of quotes for the work. If approved, Staff will issue a pre-approval letter explaining the amount approved once the final bid is received. The pre-approval is contingent upon a final approval when the work is complete and availability of funds. Work cannot begin until a Certificate of Approval and Façade Improvement Program Approval have been received.

**Testimony:** Mr. Shad swore in Ms. Diane Wimsatt. Mr. Shad asked if there were any additions or corrections to the Staff comments or application. Ms. Wimsatt showed a photo of pavers she would like to use that look better than concrete. Ms. Wimsatt proposed a flagstone border around the patio to match the existing flagstone walkway on the property.

Mr. Reich asked what the pavers were made of Ms. Wimsatt said the Home Depot website indicated the paver was called Rumble Stones. Mr. Reich said this sounded like a style name not a material name and said the pavers looked like concrete pavers. Ms. Holmes said the Guidelines recommended “construct new terraces or patios visible from a public way from brick, stone or concrete pavers designed to look



like indigenous stone.” Ms. Holmes said that from a distance the pavers might look like stone. Mr. Shad said that would look fine.

Ms. Zoren said a mixed color palette would look better than a flat color. Mr. Reich those types of pavers are made out of concrete now. Ms. Wimsatt said there is differentiation in color and that they are flexible on the kind used. Mr. Reich asked about the paver size. Ms. Wimsatt said some are half size, some are quarter size, allowing layout variations. She said they sell three sizes that are all the same length. Mr. Reich asked if there will be a border. Ms. Wimsatt said they would do a border and explained that they have a gray flagstone walkway, so she thought flagstone would look best. Ms. Wimsatt said there is also a larger paver stone that could be used for the border.

Ms. Tennor said the existing foundation stone and retaining wall have irregular shaped stones that mimics Ellicott City’s natural indigenous stones. She said the proposed stone will work well.

Ms. Wimsatt said the Home Depot website indicated the proposed stones are called RumbleStone, which are concrete with many color and size options. She showed the photo on her phone to the Commission Members.

Mr. Reich asked if the proposed stones will be dry laid on top of a concrete slab. Ms. Wimsatt said soil would be removed, sand would be placed on top of the soil, followed by a polyurethane layer and then the stones would be laid on top. A material like sand will be put in between the stones for the grout and once it combines with water it will expand to finish off the patio.

Mr. Reich said the proposed patio is okay, since it is behind the house, will have pavers that appear to be bricks, and will be a gray color that will blend in to the surrounding area.

Ms. Tennor asked how wide the flagstone border will be compared to the central patio. Ms. Wimsatt said the brick style pavers are 7 inches and the square edging pavers appear to be about 10 inches x 10 inches. Ms. Tennor asked if the border would be a single row outside of the pavers. Ms. Wimsatt said yes, it would be a single row, similar to the photo shown earlier to the Commission.

Ms. Zoren asked if the ground will be level so the paver patio will be flat, since the property has several slopes. Ms. Wimsatt said part of the rear yard is more sloped than the other area, but she is not planning to go far into the sloped area. The flagstones would be stepped up to retain the slope where needed, and the patio will be inclined for water drainage.

Ms. Holmes asked Ms. Wimsatt to email the product specs to her. Ms. Holmes asked for two quotes for the work on the front porch for the Façade Improvement Program.

Mr. Reich asked if there was any one in the audience who wished to testify. There was no one who wanted to testify.

**Motion:** Mr. Reich moved to approve the application as follows:

- 1) Approve the removal of the tree and replacement with a Redbud, without tax credit approval.
- 2) Approve the repainting and replacing of floor boards on the front porch with tax credit approval.
- 3) Approve the gas meter on the west side of the house.
- 4) Approve the installation of a 10-foot by 20-foot patio in the back yard, with Staff to approve the exact products to be used on the patio.

Ms. Tennor seconded. The motion was unanimously approved.

**HPC-17-38 – 3646 Fels Lane, Ellicott City, HO-979**

Certificate of Approval for exterior alterations.

Applicant: Brianna Sanden

**Background & Scope of Work:** This property is located in the Ellicott City Historic District. According to SDAT the building dates to 1900. The Applicant seeks approval to construct a deck with a pergola off the northwest side of the house. The deck would be 16 feet wide and 14 feet deep. The deck would be built up against the side door of the house, where there is currently a small concrete walkway leading to the door. The deck will be constructed low to the ground from the side yard, but extend over the sloping area below that contains a granite staircase to the lower yard. The application states that the deck “would be constructed of pressure-treated lumber boards, with the floor boards simply sealed. The rails would be made to match the rails on the front porch, only higher to meet with safety needs.” The Applicant confirmed via email that the railings will be 42 inches high and constructed of wood.

The Applicant also proposes to build a pergola on the rear half of the deck, to be 16 feet wide and 7 feet deep. The application states that “the top boards will be made to match the trim on the front porch, distributed 1 per foot, with two columns distributed at the supporting points out from the house. The columns will also match the columns on the front porch. The entire pergola; columns, railings and roof; will be painted white.”



**Figure 8 - Proposed deck and pergola**





Figure 10 - Aerial view of property

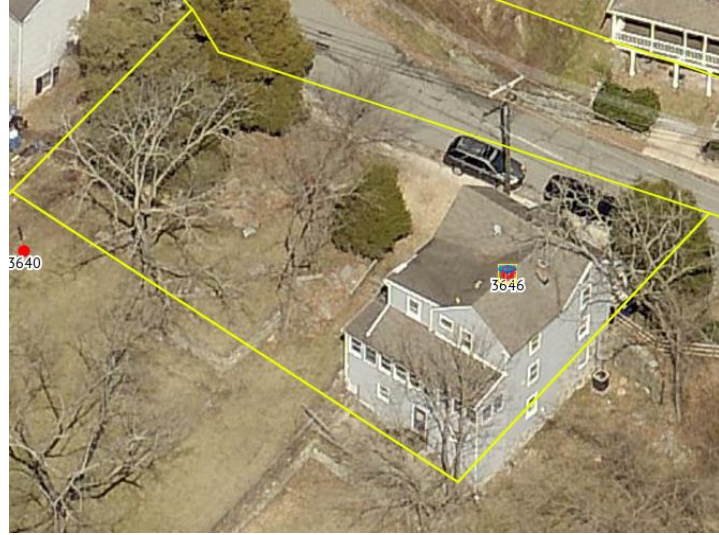


Figure 9 - Aerial view of property



Figure 12 - Existing porch railings



Figure 11 - Location of deck and pergola



**Staff Comments:** The proposed deck does not comply with the Guidelines. Chapter 7.B of the Guidelines states, “decks should not be added to a historic building’s primary façade or a façade highly visible from a public way...and should be related in detail as much as possible to the style and character of the building.” This chapter states that the Guidelines for building additions are also applicable for new decks. Chapter 7.A explains, “typically, the primary view of a building is its front façade. However, Ellicott City’s hilly topography and winding streets often provide prominent views of a building’s rooftop, side or rear elevations as well as the front façade. When designing an addition, all views of the building should be considered.” The side of the house is highly visible and is the first view of the house as one comes down Fels Lane. Staff finds the proposed deck and pergola are not related to the style and architecture of the house. The proposed location is not appropriate for this proposal and it is not common, if at all found, to see a deck in such a prominent location. It would be more typical to see the porch continued around the side of the house, although on Fels Lane front porches are a highly characteristic building feature.

The proposed deck would start at the top of the granite staircase, visible in Figure 13 below. The deck would extend out over the historic granite staircase and lower portion of the yard. The rendering in Figure 8, above, shows a gap in the railing where a staircase could be located. The Figure 8 rendering does not show a railing coming off the side door, which would be required to avoid a fall hazard down the staircase. However, the rendering in Figure 15, below, does not show the staircase. The Applicant has stated that they would like to construct the staircase, but the contractor was not sure that would be a good location for the stairs. The Applicant would like the option to add the stairs later if determined that it will work. If the Commission approves this project, Staff finds the stairs should come back to the Minor Alterations agenda for approval of the design.



Figure 13 - Location of deck



Figure 15 - Side view of deck and pergola

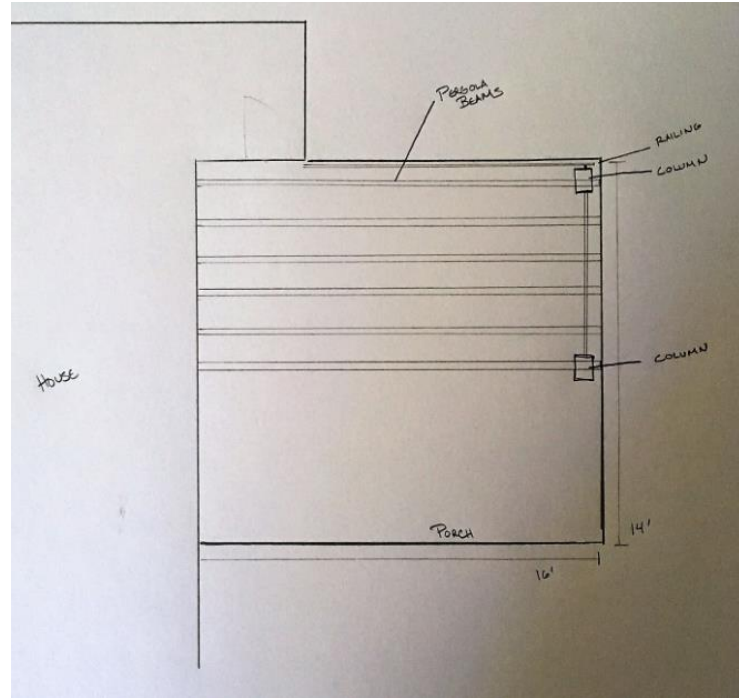


Figure 14 - Pergola truss birds eye view



Figure 16 - View of proposed deck from lower yard

The proposed white railings and columns that would match those on the historic porch do comply with the Guidelines. However, the proposed pressure treated lumber deck does not comply with the Guidelines. Chapter 7.C recommends, “on historic buildings, construct porches of painted wood rather than poured concrete, metal or unpainted wood. Use stained or unpainted wood only for less visible features of a new porch, such as the decking or step treads on the rear of a building in a location not facing or highly visible from a public way.” The proposed deck will be highly visible from the public right



of way and pressure treated lumber is not appropriate. Moreover, painting the proposed deck to simply comply with the Guideline is not appropriate either because it will still read as a deck tacked on to a prominent side of the house, rather than a carefully designed, historically and architecturally compatible addition.

Staff recommended the Applicant consider a stone or brick paver patio in the side yard in front of the granite staircase, as the original rendering appeared to have the deck sitting on the ground. Staff also recommended the Applicant consider moving the deck and pergola to the lower level, where it would not be adjacent to the primary facade and so highly visible from the public way. The Applicant responded:

Yes, I understand that the deck is not the most ideal option, but putting in a stone patio would actually take away the slope of the hill right there, which is super useful during flooding, as it funnels the water away from my foundation. I wanted to keep the slope intact, to help with water drainage toward the creek, rather than my back porch.

Another reason is that I have an issue with digger bees, as that slope is the one area in my yard that gets good, continuous sunlight, and the bees go crazy making their nests there. Since I'm allergic to bees, I want to make the deck above this slope, to keep it shaded, and keep the soil moist enough to keep the bees out.

Staff finds a properly constructed pitched patio could still funnel water away from the foundation, if constructed properly. While Staff originally recommended a patio at the top of the stairs (which is where Staff thought the project location as), a terraced patio could also be constructed at the bottom of the historic granite steps, or the deck could project out from that point as well. Staff recommends against constructing the deck over the granite steps, which would hide a historic landscape feature. The area would still function for proper drainage with a patio, if it was constructed properly. By placing a patio or decking at the bottom of the granite staircase, the deck and pergola are no longer visible from the front façade and public right of way, and the proposal would comply with the Guidelines. Additionally, if the granite steps needed to be reset, that work would most likely qualify for the 25% Historic Property Tax Credit, as the granite steps appear to be a historic landscape feature.



Figure 17 - Suggested patio/terracing options

The proposal as submitted does not comply with the Guidelines and the construction of a deck and pergola in this location would detract from the architectural integrity of the house and neighboring historic homes. Furthermore, if there is a bee or yellow jacket problem, the construction of a deck would not prohibit them from surviving in the ground. An exterminator may be necessary to remove a ground hive.

**Staff Recommendation:** Staff recommends the Applicant withdraw the current application and submit a new proposal for a stone patio or a lower deck that is in keeping with the Ellicott City Design Guidelines. Otherwise, Staff recommends Denial of the application as submitted, in which case the Applicant cannot return for one year for the same or similar design.

**Testimony:** The Applicant was not present at the meeting. Ms. Holmes said she observed that the Applicant had constructed a patio in the side yard about 20 to 30 feet away from the proposed deck location when she visited the property last week. A Zoning Complaint has been received as well on the new patio. Ms. Burgess said the location of the new patio was further back in the yard but still in the side yard visible from Fels Lane. The Commission discussed whether they should consider the application before them while there is an active violation on the the property.

Mr. Shad swore in Mr. Joseph Hauser. Mr. Hauser resides at 3637 Fels Lane near the Applicant's property. Mr. Hauser said he was in opposition to the application. He surveyed historic Ellicott City's streets, including Church Road, Fels Lane, Courthouse Drive, Court Avenue, Main Street, Merryman Street and Hill Street, except Sylvan Lane. He explained that there is one house on Church Road with a side deck that was not visible from the street. He said there are no decks on the front of the houses in the historic district and all the houses on Fels Lane have only front porches, not wrap-around porches, except Mr. Hauser's house.

Mr. Hauser said the view from his house would be ruined if the Applicant built a deck and pergola on the side of the house. Mr. Hauser agreed with Staff's recommendations of having a lower deck or stone patio, stating that he preferred a patio since most of the houses used natural materials. He said the patio could be built below the stone wall, which was a retaining wall for a previously existing house that is on the Applicant's property. Mr. Hauser said the Applicant could restore the stone foundation wall and the stone steps, which are historic, could lead down to a patio or deck that is out of the view of Fels Lane, and that for the majority of the year, would be out of the view from Ellicott Mills Drive.

Mr. Hauser read Chapter 6 Guidelines, which state "alterations should not make the building appear either older or newer than it is known to be." Mr. Hauser said the deck and pergola would change the entire look of the house. He also stated Chapter 6 said, "Substantial yet simple front porches are a prominent feature for many homes constructed during the late 19<sup>th</sup> and early 20<sup>th</sup> centuries. Along upper Main Street and Fels Lane, most of the houses from this period have front porches that run the full width of the house. Loss or alterations of these porches would compromise not only the individual house but also the form and rhythm of the streetscape." Mr. Hauser said even though the Applicant is not proposing to remove a feature, the proposal to add a feature will detract from the front porch and will have an impact on the streetscape. He said that Chapter 6 has recommendations that suggest the deck should not be built in the proposed location and that there is no precedent for its construction.

Mr. Hauser said the side patio has already been under construction, without prior approval. Mr. Hauser said the Applicant used heavy equipment to take stone from the foundation of the house next door



which is on the Applicant's property. The top of the retaining wall next to the house was rebuilt. The place where the patio is located was lower but is now built up and filled with stones to be level. The leftover stones from the foundation wall were used as a screen on the front of the patio. Mr. Hauser said the 12 x 12 concrete pavers should have been approved first.

Mr. Hauser said he will not be able to attend the HPC meeting next month. Mr. Hauser said he was not in opposition to the side patio as long as it is screened. Mr. Shad said there is not much room on the back of the property as a result of the subdivision and it looks the side if the only option for any patio work. Mr. Hauser pointed out there is an enclosed porch on the rear of the building. Ms. Holmes said the restoration of that porch would qualify for tax credits.

Mr. Roth asked if the Applicant saw the Staff report. Ms. Burgess and Ms. Holmes said the report was sent to the Applicant via U.S. mail. Ms. Holmes said she has not spoken with the Applicant since the Staff Reports were sent out, only prior to the completion of the Staff Report. Ms. Tennor asked when the Applicant's response of "the deck is not an ideal option" was received. Ms. Holmes said the Applicant responded while the Staff Report was being written and she asked the Applicant if there was any interest in amending the application.

Mr. Roth asked if the Applicant was aware of what was said in the Staff Report, that if the if the Commission denied the work, the Applicant cannot return for a year for the same or similar work. Ms. Holmes said the Staff Reports were sent to all Applicants and she asked the Applicant additional questions during the drafting of the Staff Report. Ms. Holmes said she informed the Applicant that the Staff would be recommending denial of the application to the Commission.

Ms. Tennor asked what will happen to the side patio already under construction. Ms. Holmes said a Notice of Violation for the zoning violation will be sent to the Applicant.

Mr. Taylor asked if the Applicant was aware that her case was schedule for the June 1<sup>st</sup> meeting. Ms. Holmes said the Applicant submitted the application for the June meeting's deadline. The Staff Reports were sent via First Class mail to the property address the Applicant provided and in this case, the property address was the same as the mailing address.

Mr. Taylor said if the Commission denies the application, it prohibits the Applicant from returning to the Commission with a similar application for a year.

Mr. Shad recommended the Commission continue the case to June meeting next month, giving the Applicant a chance to appear. If she does not, then the Commission can decide as needed.

Mr. Hauser asked for clarification that the Commission can deny the side deck and the Applicant can still return next month for the patio. Mr. Shad said correct, the patio will be a separate application. Mr. Taylor said the Commission can deny the application if the proposal is not within the Guidelines or give an opportunity to the Applicant to testify at next month's meeting. Mr. Reich agreed to give the Applicant a chance to testify at next month's meeting.

**Motion:** Mr. Reich moved to continue the case to next month's meeting. Ms. Tennor seconded. The motion was unanimously approved.

### **HPC-17-39 – 6198/6200 Montgomery Road, Elkridge**

Advisory Comments for subdivision with demolition.

Applicant: Stephanie Tuite; Fisher, Collins & Carter Inc.

**Background & Scope of Work:** This property is not located in a historic district and it is not listed on the Historic Sites Inventory, although it is eligible for inclusion. According to SDAT the building dates to 1949. The Applicant proposes to demolish the historic house, along with four other structures on the site and create a 7-lot subdivision. The other structures do not appear to be historic. The subdivision will take two existing parcels to create the 7 lots. Access to all new houses will be from a use-in-common driveway accessed from Bellanca Drive. The existing house can be seen marked 'TBR' (to be removed) on Lot 7. The proposed new house will sit almost where the existing house is. The use in common driveway is located on the edge of the lot.

**Staff Comments:** The main historic structure faces Montgomery Road. The house was constructed in a variant of a Cape Cod style and has a front bay with a fieldstone façade and a center fireplace. Cape Cod style homes are the vernacular style found in this area, but they are being demolished with more frequency for the construction of larger homes. This house is a unique style of Cape Cod that is not commonly found.



**Figure 18 - Front of house to be demolished**

Based on the subdivision plan that was submitted, Staff finds no reason why the historic house cannot remain as it fits on a lot and does not impede the construction of this subdivision. An addition could be constructed off the rear of the existing house if a larger footprint is desired. The neighboring homes are modest homes; a more typical Cape Cod and a rancher. While there is larger new construction a few lots away, the removal of this historic home will negatively impact the streetscape.





Figure 19 - Neighboring homes



Figure 20 - Subject house and neighboring homes

**Staff Recommendation:** Staff recommends the house be retained in its existing location and not demolished.

**Testimony:** Mr. Shad swore in Ms. Stephanie Tuite. Mr. Shad asked if there were any additions or corrections to the Staff comments or application. Ms. Tuite said she submitted photos to Staff showing the small interior rooms, typical in a Cape Cod construction, and mold in the basement, which are the reasons for the house to be demolished. Ms. Tuite provided additional copies of the subdivision plan showing the specimen trees located on site.

Mr. Reich asked if there are existing lot lines between the buildings on the plan. Ms. Tuite said the lot in the back was very recently built and explained that the historic house on Montgomery Road was combining land with the new construction house on Bellanca Drive for the subdivision. d . Ms. Zoren

asked how old the house on Lot 1 was. Ms. Tuite said the house is not even a year old yet. Mr. Reich asked if the house were to be saved and sold as a separate lot, will it need to go through the subdivision process first, then site plan approval. Ms. Tuite said yes. Mr. Reich asked if a contract buyer would be permitted during the subdivision process. Ms. Tuite said typically no.

Mr. Reich said subdividing the property is about a two to three-year process for the owner, who can sell the historic house while awaiting subdivision approval work that would provide income to the owner. Mr. Reich does not understand why the owner wants to demolish the house because of small rooms because the owner can add additional space to make the house bigger, and even saving the footprint of the house makes better sense rather than demolition.

Ms. Tuite said the mold in the basement is one of the reasons the owner wants to demolish the house. Ms. Tuite said the house was built over the building restriction line and to rebuild or reuse the entire foundation cannot be done because it was over the restriction line. Reich said that was not the case because he recently rebuilt a house in Ellicott City that was 30 feet over the building restriction line. He said the foundation was saved and the house was rebuilt. Ms. Burgess said if the Applicant wanted to retain the house, the building restriction line issue could go through the alternative compliance process. Ms. Tuite asked if alternative compliance only applies to the historic district. Ms. Burgess said no. Mr. Taylor said the alternative compliance decision is made on a case by case determination. Ms. Zoren said the side of the house can accommodate an addition for more space.

Ms. Holmes said the house could be added to the Historic Sites Inventory, which would then allow it to qualify for tax credits for repair to the existing structure such as the removal of mold in the basement. The tax credit would pass on to the buyer, which could be a selling feature.

Ms. Tuite said the owners indicated they have no intention of selling the house, because it would not be marketable in its current condition. Ms. Zoren said there is lots of interest for a house at an entry market price point for the school districts in this area. Ms. Tennor said the house is unique and she cannot understand why it needs to be demolished.

Mr. Roth said there are concerns about development on Montgomery Road and that preserving this house would diminish over-development concerns.

Ms. Holmes asked if the structure on Lot 6 would be set back further, because it is the only one that is out of line with the other houses. Ms. Tuite said the lot was designed to be angled further away, rather than looking straight into the back of the neighboring- house.

Ms. Tennor said the developer should be attending the meeting for a direct conversation with the Commission. Ms. Holmes said a follow up cover letter is sent to the Applicant outlining the Commission's advisory comments and that the minutes are also included with the letter.

The Commission recommended saving the historic house.

Mr. Taylor said the statute does allow the Commission to request the Director of Planning and Zoning direct an Applicant to resubmit a plan if it is not consistent with the Commission's advisory comments.

**Motion:** Mr. Reich moved to asked the Director of Planning and Zoning to require the Applicant to return for advisory comments pursuant to the County Code. Mr. Roth seconded. The motion was unanimously approved.

**Other Business:** Ms. Holmes said they have received applications for the assessment new tax credit. She provided each Commission member with flash drives that contained all the detailed expenditures for the applications and asked the members to review. The flash drives were checked to be legitimate files related to tax credit expenditures. Ms. Burgess said there are no obligations to process all ten applications at once and they will not necessarily all be heard at next month's meeting. There is still additional information needed for each of the applications received, such as completed application form and pictures.

Ms. Tennor moved to adjourn. Mr. Roth seconded. The motion was unanimously approved and the meeting was adjourned at 8:29 p.m.

\*Chapter and page references are from the Ellicott City or Lawyers Hill Historic District Design Guidelines.

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Allan Shad, Chair

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Beth Burgess, Executive Secretary

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Samantha Holmes, Preservation Planner

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Yvette Zhou, Recording Secretary